



P.A.C.E.
Preservation and Community
Enhancement Grant Program
Guidebook



2020 Policies
and
Program Guidelines

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P.A.C.E. Grant Program Introduction

In 2014, it was determined by the Mayor that a grant program for the City's historic district would be beneficial for maintaining and improving the streetscape of the historic commercial district as well as aiding historic residential property owners in restoring their buildings. This could help insure that the historic district properties of the City be maintained as well as continuing to support the City's tourism efforts in promoting its historic district. Following the creation and the acceptance of the guidelines to administer and control this program, the Council will enacted an Ordinance establishing a non-reverting fund for the purpose of distributing the monies granted and depositing other funds that may be obtained for the P.A.C.E. Grant Program.

Program Description

The primary goal of the P.A.C.E. Grant Program is to promote economic development through encouraging proper exterior historic rehabilitation and preservation to both residential and commercial properties located within the local Madison Historic District boundaries. This program provides eligible private-property owners with funds to aid in their rehabilitation or preservation projects.

A proper rehabilitation is one that maintains, preserves, and protects as much of the original or historic fabric as possible. Where possible, it is always preferred that historic materials are repaired rather than replaced. Historic architectural elements should only be replaced when they are either missing or deteriorated or damaged beyond repair. If an exterior architectural element is missing, reconstruction is recommended. Adequate historic documentation, such as pictures, should be used, when possible, to accurately reproduce missing exterior architectural elements.

Please review the Madison Design Guidelines for further guidance on how to properly preserve your historic property. Copies may be found online at <http://www.madison-in.gov/Index.aspx?NID=169> or in the Office Planning and Preservation at City Hall.

Rehabilitation Grant

This grant provides exterior or structural rehabilitation assistance to encourage private property owners within the Madison, Indiana local historic district to maintain, repair, and appropriately rehabilitate their historic structure(s).

Dilapidated Structures Grant

This grant provides for the partial demolition of dilapidated buildings within the City of Madison followed by rehabilitation. Dilapidated structures includes any man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by its collapsing or by the collapse or fall of all or any part of such structure or any man-made structure which, because of its condition or because of lack of doors or windows, is available to or frequented by persons who are not lawful occupants of such structure.

Dangerous Buildings Grant

This grant provides for the demolition of dangerous buildings within the City of Madison. Projects which apply for this grant funding must have a letter from the City of Madison Office of Building and Design stating the structure is unsafe.

Funding Areas

The City of Madison's P.A.C.E. Grant Program provides for neighborhood revitalization within the city limits by providing grants for exterior or structural rehabilitation assistance, grants for demolition and rehabilitation of dilapidated structures and grants for demolition of dangerous buildings to encourage private property owners to invest in Madison, Indiana. Each matching grant is \$1 for \$1 up to 50% of the costs up to the funding limit set for each program. Applications which have a larger private investment will receive a higher score and are more likely to get funded. The P.A.C.E. Grant Program area map, appendix A, shows the areas within the city limits which are eligible for grants.

Each year the city's administration will propose the creation of new Targeted Revitalization Areas. This will allow the city to focus on the revitalization of an area through building on its assets and leveraging complementary investments to generate a larger overall impact. At least 75% of the funds from the PACE Grant Program must be reserved for properties within the target areas.

In 2020 there will be three target areas:

- **Main Street East Target Area**
- **Main Street West Target Area**
- **Walnut Street Target Area**

These are shown on the P.A.C.E. Grant Program area map in appendix A.

Funding Limits

The P.A.C.E. Grant Programs are a matching grant program which will match up to 50% of the costs up to the funding limit set for each program. The Rehabilitation Program provides a grant match of the applicant's contribution to the maximum limit of \$7,500. The Dilapidated and Dangerous Buildings Program provides a grant match of the applicant's contribution to the maximum limit of \$25,000 for dilapidated structure's partial demolition/rehabilitation and \$10,000 for full demolition will be. Applications which have a larger private investment will receive a higher score and are more likely to get funded.

Applications are accepted on a rolling basis but are only reviewed at least every 90 days. The application deadline will be the first Monday of the quarter. Please see the city website for the current deadlines. The application will be reviewed within five (5) weeks after the application deadline.

Application Review and Approval

1. Applicants must meet with P.A.C.E. Grant Program staff at least 10 days prior to the quarterly filing deadline. If this requirement is not met, the application will not be heard at the next P.A.C.E. review committee meeting.
2. If applicable, a Certificate of Appropriateness (COA) must be granted by the HDBR prior to work included P.A.C.E. Grant Program grant application begins. P.A.C.E. Grant Program staff will determine which elements require a COA.
3. **All materials must be received by 4:00 PM on the grant application due date. Applications missing crucial elements will not be considered for funding. The applicant is responsible for ensuring that the application is complete.**
4. At least every 90 days, the P.A.C.E. Review Committee will review applications for the P.A.C.E. Grant Program grants. The quarterly P.A.C.E. Review Committee meeting will take place, unless otherwise noted, on the second Monday of the second month of the current quarter at 5:30pm in City Hall. Additional meetings may occur as the needed. All meeting dates are available on the city's website.
5. The P.A.C.E. Review Committee approves or denies the application. The P.A.C.E. Review Committee is not obligated to approve any of the applications.
6. The P.A.C.E. Review Committee sends the approved applications to the City of Madison Board of Public Works and Safety for final and official approval.
7. The City of Madison Board of Public Works and Safety approves or denies the applications.

Grant Applicant Eligibility

Persons, corporations or associations* holding a fee simple title of any contributing or potentially contributing historic property within Madison's local historic district as designated by the Historic Ordinance, are eligible to apply.

Properties which previously received P.A.C.E. grant funds are not eligible for additional funding for two years following the previous grant's final disbursement of funds.

In order to be considered for funding, applicants must provide legal documentation stating that they either own the property to be rehabilitated or that they have received permission from the owner for the applicant to apply for funding. All property taxes must be current, no current tax liens against the property, and no current litigation between the City of Madison and the applicant. The applicant must provide willingness to execute all legal agreements.

*No active elected official of the City of Madison Government or of the Jefferson County Government, department heads, member of the City of Madison's Board of Public Works and Safety, member of the Historic District Board of Review or member of the P.A.C. E. Grant Program Review Committee or their direct relatives are eligible to receive funds

from the P.A.C.E. Grant Program. A relative is defined as the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece and whose relationship is the result of birth, marriage, or adoption. If any of the above listed ineligible individuals is a business associate of the applicant in another business enterprise, then the applicant would also be prohibited from receiving a grant. A business associate is defined as a person or that person's relative as listed above that has a financial interest with the applicant in another business.

Eligible Improvements

Rehabilitation Grant

This grant provides exterior or structural rehabilitation assistance to encourage private property owners within the Madison, Indiana local historic district to maintain, repair, and appropriately rehabilitate their historic structure(s). It does not fund interior projects. The proposed project must abide by the Secretary of the Interior Standards for Treatment of Historic Structures as well as the Madison Local Historic District Ordinance and Design Guidelines.

Examples of eligible exterior work includes:

- Repair of existing historic elements (excludes normal maintenance)
- Reversal of previous inappropriate alterations
- Demolition of non-historic additions
- Reconstruction of original architectural elements based on documentation or evidence
- Historic garage, guest house, or carport rehabilitation
- Exterior wall repairs
- Repairs to historic slate or standing seam roofs

Examples of ineligible work:

- Interior elements
- New construction of elements without documentation or evidence of historic existence on the building
- Plumbing or electrical work inside the structure
- Paint without repair of existing historic elements
- Landscaping
- Complete roof replacement

- Sidewalks and driveways

Dilapidated Structures Grant

This grant provides for the partial demolition of dilapidated buildings within the City of Madison followed by rehabilitation. The proposed project must abide by the Secretary of the Interior Standards for Treatment of Historic Structures as well as the Madison Local Historic District Ordinance and Design Guidelines. Dilapidated structures includes any man-made structure which, by reason of faulty construction or any other cause, is liable to cause injury or damage by its collapsing or by the collapse or fall of all or any part of such structure or any man-made structure which, because of its condition or because of lack of doors or windows, is available to or frequented by persons who are not lawful occupants of such structure.

Examples of eligible work includes:

- Repair of existing historic elements (excludes normal maintenance)
- Reversal of previous inappropriate alterations
- Demolition of dilapidated/unsalvageable portions of the building
- Reconstruction of original demolished/removed elements
- Exterior wall repairs
- Interior Structural Elements

Examples of ineligible work includes:

- Floor coverings (carpet, laminate, wood, etc.)
- Kitchen or bathroom fixtures or furniture (countertops, cabinets, appliances, fixtures)
- New electrical fixtures (rewiring is eligible)
- Interior drywall or paint
- Landscaping
- HVAC/electrical/plumbing improvements

Dangerous Buildings Grant

This grant provides for the demolition of dangerous buildings within the City of Madison. Projects which apply for this grant funding must have a letter from the City of Madison Office of Building and Design stating the structure is unsafe.

Examples of eligible work includes:

- Demolition of dangerous buildings (must be followed by infill construction completed within the PACE grant program cycle)

Application Package Requirements

In preparing the application to P.A.C.E. Grant Program grants, the Applicant shall provide a description of the current condition of the Project, how the funding will be applied and the outcome and measurable results. Addition details are presented below which closely follow the format of the application. Details are listed in a “Checklist” format to facilitate the organization of an application package.

Part A – INTRODUCTION

The Applicant must provide an overview including:

- ☐ Name of Applicant (if different than Owner). This is the name of the entity or individual that is requesting a grant. If a grant is awarded it will be awarded to the entity named here.
- ☐ Owner(s) of property
- ☐ Address: provide a full mailing address for the application.
- ☐ Contact information for all parties – Owner(s), Lessees, Contractors, Consultants
- ☐ Address of the Project
- ☐ Grant Amount requested and Total Project Cost.

Part B – DESCRIPTION OF THE PROJECT

The Applicant shall provide a description of construction-related activities to be carried out as part of this Project. The applicant will also provide a project schedule to show how the project will be completed in 12 months. The Applicant shall provide supporting documentation including:

- ☐ Site Plan,
- ☐ Floor Plans,
- ☐ Elevations and Sections,
- ☐ Photographs of existing conditions with attached notes describing work to be carried out,
- ☐ Any additional documentation necessary to describe the scope of the Project may be provided.

Part C – FINANCIAL ELEMENTS

The Applicant shall provide all financial information necessary to evaluate conformance with the financial requirements of the Grant Program:

- ☐ Overall Project budget defining the scope of the Project, amount of the grant requested, amount of matching funds provided by Applicant, any other sources of income and expenditures necessary to accomplish the Project, identified by tasks, subtotals and totals. The exact bid amount must be listed out in the budget. This includes both materials and labor. Building permit fees, if applicable, are the responsibility of the applicant and cannot be included in the project budget. Applicants may complete the work themselves; however, the P.A.C.E. Grant Program would only fund the cost of materials.
- ☐ List of all major tasks necessary to complete the proposed Project, the matching grant amount requested, the amount and source of matching funds to be provided by the Applicant, any other sources of income and the expenditures necessary to accomplish the Project, including in-kind contributions and voluntary labor.
- ☐ Estimate of Construction cost (provided in the form of a construction quote) shall define the cost for each construction element of the Project and shall include reasonable documentation of construction cost estimates indicating income source to be used to pay for each line item. According to the City of Madison, Indiana's City Ordinance #2016-11, all contractors must be registered with the City of Madison. If the applicant decides to change the contractor at any point during the duration of the project, the applicant must notify the Preservation Coordinator. If using a contractor, the contractor must be listed in the application. If the contractor or person doing the work is not listed, the application will be considered incomplete and will not be accepted for submission to the P.A.C.E. Review Committee.

Part D – REQUIRED SUPPORTING DOCUMENTS

- ☐ Certificate of Incorporation (if organization/business)
- ☐ Proof of Ownership (Deed)
- ☐ Proof of Insurance
- ☐ Approved COA (if applicable)
- ☐ Unsafe letter (if applicable)

Project Selection Criteria

The decision to approve an application will be based on the value and quality of the proposed project and its overall impact on Madison's preservation efforts. Minimum scores are required to receive funding. Those are included on the scoring sheets. See appendix C for project scoring sheets for each grant category.

Award Notification

The Applicant selected to receive matching grant funding must enter into a formal Funding Agreement (Agreement) with the City of Madison. The Agreement specifies the dollar amount awarded, scope of work, agreed Project budget, how outcomes will be measured, contract duration, the terms of funding and other terms and conditions. The Applicant may retain one or more Project Contractors to carry out and complete the Project. Prior to the execution of the Agreement, the Total Project Budget should be verified by an executed construction contract or other suitable documentation confirming costs to complete the Project.

Any work included in the project description, whether funded by the P.A.C.E. Grant Program or by the applicant, must not begin until the Preservation Coordinator informs the applicant that the City of Madison Board of Public Works and Safety has approved their grant application, all agreements have been signed and all contractual requirements have been turned into the Preservation Coordinator.

The Applicant is responsible for timely payments to its Project Contractor(s) and vendors. Proper documentation for the Project expenses, reasonable in amount and directly related to and necessary for completion of the Project are required prior to disbursement. For each progress payment (in the case of a phased Project) or within sixty (45) days of the completion of the Project, the Grantee shall submit to the City a Request for Payment together with applicable Project Invoices and supporting documentation.

Upon approval of the Funding Agreement by the City of Madison Board of Public Works and Safety, funds will be appropriated/committed for the Project approved. At final Project completion and closeout, any remaining unspent funds are returned to the reserves of the P.A.C.E. Grant Program.

Grant Time Limits

Approved P.A.C. E. Grant Program projects must begin within 90 days following approval by the City of Madison Board of Public Works and Safety. If work does not begin within 90 days, recipients forfeit their grant funds. P.A.C.E. Grant Program projects must be completed within twelve (12) months following the grant approval.

In extreme circumstances where the project cannot be completed within twelve (12) months, an extension request can be made to the City of Madison Board of Public Works and Safety before the original twelve (12) months expire. The extension, if approved by the City of Madison Board of Public Works and Safety, can be for a period not to exceed twelve (12) additional months.

If the project is not completed within the original twelve (12) months along with any approved extensions by the Board of Public Works and Safety, then all fund previously provided to the recipient shall be returned and placed in the P.A.C.E. Nonreverting Fund for future distribution. All projects will be reviewed upon completion by the Preservation Coordinator to ensure that the work was completed according to the

P.A.C.E. Grant Program Agreement. Failure to complete any project may result in the City placing a lien on the property recovering grant monies in the amount of monies received.

Project Publicity

Recipients of a P.A.C.E. Grant Program grant must agree to post a sign in either the front yard or a front window acknowledging the P.A.C.E. Grant Program. The sign must remain displayed in a prominent location during the entirety of the project. If the sign is damaged, the project participants are asked to notify the Preservation Coordinator so a replacement sign may be delivered.

Final Report

The applicant must notify the Preservation Coordinator of the project completion. The applicant must submit a final report to the Preservation Coordinator within 45 days of the project completion. The final report must include the following:

1. Description of work completed.
2. Detailed description of who completed the work.
3. Final project budget (copies of invoices and receipts must be included).
4. Pictures of the finished project.

Please see appendix E for the final report checklist and form.

Disbursement of Funds

Once approved by the City of Madison Board of Public Works and Safety, fifty percent (50%) of the funds will be provided to the recipient after fifty percent (50%) of the project is completed, see appendix D for Mid-point Report, and the balance of the grant funds are to be provided to the recipient following the project total completion, see appendix E for final report. The applicant is required to notify the Preservation Coordinator as to the day the project work will begin. The applicant is required to notify the Preservation Coordinator, with a completed Mid-point report, once fifty percent (50%) of the project is completed. The Preservation Coordinator will inspect the property to ensure that the work meets the requirement of the P.A.C.E. Grant Program Agreement. If approved, fifty percent (50%) of the awarded grant funds will be made available to the applicant. The property will be inspected once more after the completion of the project. If the work does not meet the requirements of the P.A.C.E. Program Agreement the applicant must correct the work. If the work is not corrected, and in conjunction with the P.A.C.E. Ordinance Section (F) the applicant must surrender the full amount of the grant funds back to the City of Madison.

Audit: Not later than 45 days following the completion of the project, the grant recipient is required to submit a detailed list of all expenditures that was specific to the approved project. Supporting documents such as vendor invoices, proof of payment, etc. may be required. Should the grant recipient's total approved expenditures meet or

exceed the required project cost, and then the project is considered completed. Should the expenditure be less than the project estimate, then a repayment and a grant adjustment will be necessary.

For example, the project was approved for a \$ 10,000.00 cost, with a \$5,000.00 match from the P.A.C.E. Grant Program, but the actual cost of the project was \$ 6,000.00. At \$6,000.00, the program's match would have been \$3,000.00. If the recipient received a Mid-point (50% completion) disbursement of funds, they will be required to reimburse the P.A.C.E. Grant Program up to the \$1 for \$1 match of the grant.

For example, the project was approved for a \$ 10,000.00 cost and the recipient received a Mid-point (50% completion) disbursement of funds for \$2,500. At the completion of the project the actual cost of the project was \$4,000.00. The recipient would be required to reimburse the City of Madison for \$500.00 since the \$1 for \$1 match on the project was only \$2,000.00. Should the recipient fail to make this restitution within 60 days of notification, the City of Madison, Indiana may place a lien on the property in order to recover grant monies.

Contractual Requirements

The following documents must be completed prior to commencement of work:

1. Consent Agreement:

The consent agreement, which is part of the official application, acknowledges that the applicant understands the rules, regulations, and guidelines for the P.A.C.E. Grant Program and if awarded funding will abide by all legal contracts signed.

2. P.A.C.E. Grant Program Agreement (appendix F):

The P.A.C.E. Grant Program Agreement is signed upon the approval of the grant by the City of Madison Board of Public Works and Safety. This document is signed by the members of the Preservation Coordinator and the grant recipient.

P.A.C.E. Review Committee

The P.A.C.E. Grant Review Committee shall consist of six members and all five members shall be residents of the City of Madison and one member shall be a resident of Jefferson County. All members should have a strong understanding of preservation and be knowledgeable of the City of Madison's Historic District Guidelines.

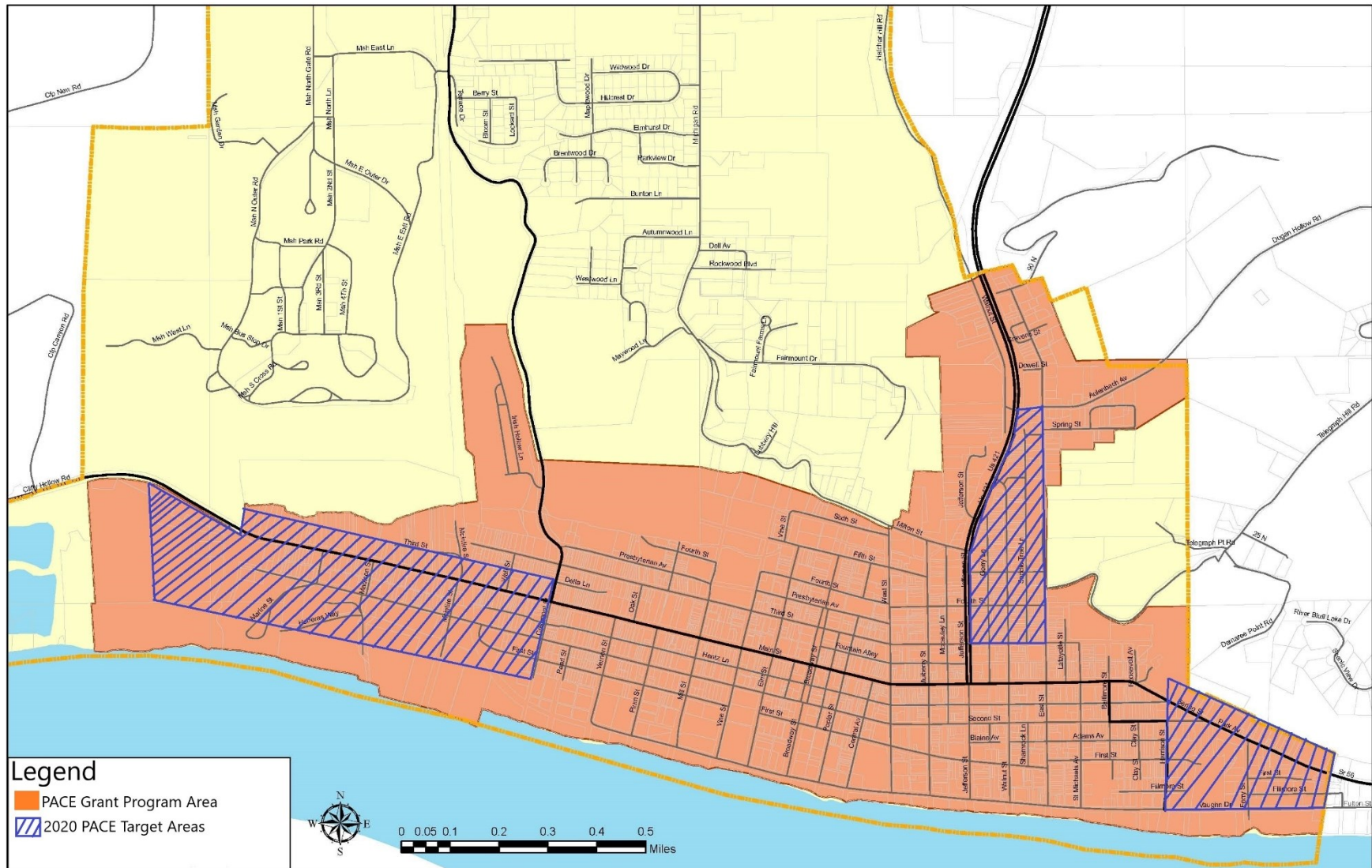
The Committee shall be composed of six appointed members. Three of the members shall be appointed by the Mayor and two of the members shall be appointed by the Common Council. One member shall be appointed by the Commissioners. For the initial appointments, the Mayor shall appoint one member to serve for one year, one member to serve for two years and one member to serve for three years. The Common Council shall appoint one member to serve for one year and one member to serve for two years. Except for the initial appointments, each member shall serve for three-year terms and may be reappointed for one additional three-year term. The initial appointments of

one- and two-year terms may serve for two full three-year terms in addition to their initial term. After completion of serving the maximum terms allowed, a former member may be reappointed to additional terms, but shall have at least a one-year break in service to be eligible to serve any additional terms.

All members shall serve until a successor is appointed and qualified. The member's term will end on December 31st in the year his/her term is completed. At the first meeting of each year, the Committee will choose a Chairperson to conduct their meetings. If a vacancy occurs, a successor shall be appointed in the same manner as the departed member, and the successor shall serve the remainder of the vacated term. The appointing authority may, at any time, remove a member appointed by him, her, or them from office.

An individual interested in serving on the P.A.C.E. Review Committee should submit a letter of intent and application. For application please see appendix G. Once accepted as a member of the P.A.C.E. Review Committee, the member must sign a confidentiality statement as well as a conflict of interest agreement.

Appendix A: P.A.C.E. Grant Program Area Map



Appendix B: P.A.C.E. Grant Program Application

Below is a sample of the application form. Official application forms are available through the Office of Planning and Preservation or at <http://www.madison-in.gov/141/PACE-Program>.



CITY OF MADISON, INDIANA P.A.C.E. Preservation & Community Enhancement Grant Program

APPLICATION

APPLICATION CHECKLIST

All items on the checklist are required to submit your application. Incomplete applications will not be considered for funding.

- _____ **Part A: Introduction**
- _____ **Part B: Description of the Project** (This description should include as much detail about the project and the work that is to be conducted as possible)
- _____ **Project Schedule**
- _____ **Attachment: Photographs of existing conditions of Property**
- _____ **Attachment: Project Plans** (Site plan, floor plans, elevations, etc.)
- _____ **Part C: Financial Elements**
- _____ **Detailed Project Budget** (This should list all materials and labor costs)
- _____ **Attachment: Copies of Construction Quotes for the project**
- _____ **Part D: Required Supporting Documents (Attachments)**
- _____ **Certificate of Appropriateness (COA)** (If applicable)
- _____ **Proof of Property Insurance**
- _____ **Proof of Ownership** (Deed)
- _____ **Certificate of Incorporation** (if organization/business)
- _____ **Unsafe Letter** (Required for Dangerous Structures Grant)

RETURN COMPLETE APPLICATION TO:

City of Madison, Office of Planning and Preservation
101 W. Main Street, Madison, IN 47250
Make check (\$10.00) payable to: City of Madison

For Staff use:

Process/Step	Date	Staff Initial
Applicant met with Preservation Coordinator at least 10 days prior to filing deadline		
Complete application received by the office by posted quarterly deadline		
\$10.00 application fee collected (Check made payable to: City of Madison)		



CITY OF MADISON, INDIANA
P.A.C.E. Preservation & Community
Enhancement Grant Program

APPLICATION

Part A: Introduction

Applicant's Name _____

Owner or Business Name (If different than applicant) _____

Mailing Address _____

E-mail _____ Phone _____

Project Overview:

Property Physical Address _____, Madison, IN 47250

Total Cost of Project: _____ Amount of Grant Requested: _____

Estimated Date of Completion of Work: _____

____ Rehabilitation Grant ____ Dilapidated Structures Grant ____ Dangerous Buildings Grant

Applicant must read and initial the following:

____ I understand that the grant funds must be used only for the project described in this application. The work must be completed within twelve (12) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Madison Board of Works and Safety.

____ I understand that a failure to complete any project may result in the City of Madison placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s).

____ I understand that if any plans to the project change, I must notify the Preservation Coordinator.

____ I understand that all property taxes must be current and that there cannot be any current tax liens against the property or current litigation between the City of Madison and the applicant. I understand that if one of these is not true, my application will not be considered for funds.

I certify that I have read the P.A.C.E. Program Guidelines and that all required documents are included in my final application packet.

Applicant(s) Signature

Date



CITY OF MADISON, INDIANA
P.A.C.E. Preservation & Community
Enhancement Grant Program

APPLICATION

**PART C: FINANCIAL ELEMENTS
DETAILED PROJECT BUDGET WORKSHEET**

List all major tasks necessary to complete the proposed Project, the total budget, and the matching grant amount requested. The P.A.C.E. Grant Program funds materials and labor.
Please separate materials from labor.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	Totals		

☐ Additional supporting information is attached.

Appendix C: Project Scoring Sheet

Rehabilitation Grant Scoring	Tally		Total (25 minimum)
Will the project preserve any original architectural features which remain?	All features – 10 Some features - 5	No features - 1	
Will the project eliminate/correct previous remodeling which has covered up original architectural features?	Yes - 10	No - 0	
Will the improvements employ new materials in ways which don't obscure the building's original character?	Yes - 5	No - 0	
Is the project visible from the public right of way?	Yes - 1	No - 0	
What is the use of the structure?	Applicant's residence – 10 Applicant's Business - 10 Rental Residential – 7 Retail – 5 Restaurant – 5 Air BnB - 1	Use not determined - 0 Selling after project - 0	

Dangerous Buildings Grant Scoring	Tally		Total (21 minimum)
Will the project salvage any original architectural features and donate them to the ReStore or use them in the infill construction?	Yes - 5	No - 1	
Is the project visible from the public right of way?	Yes - 1	No - 0	
How long as the property has been vacant?	5 years or more - 10 3-5 years - 7 1-3 year - 5 under 1 year - 3	Occupied - 0	
What is the existing condition of the building?	Already partial collapsed - 10 2 walls are bowing - 7 floor system is unstable - 5 roof is missing - 2	Not Unsafe* - 0	
Does the applicant provide more personal investment than 50%?	Above 75% - 5 Above 60% - 3 Above 50% - 1	No - 0	

*If the building is not unsafe, as determined by the City of Madison Building Inspector, the project does not qualify for this grant program.

Dilapidated Structures Grant Scoring	Tally		Total (28 minimum)
Will the project preserve any original architectural features which remain?	All features – 10 Some features - 5	No features - 1	
Will the improvements employ new materials in ways which don't obscure the building's original character?	Yes - 5	No - 0	
Is the project visible from the public right of way?	Yes - 1	No - 0	
How long as the property has been vacant?	5 years or more – 10 3-5 years – 7 1-3 year – 5 under 1 year - 3	Occupied - 1	
Does the applicant provide more personal investment than 50%?	Above 75% - 5 Above 60% - 3 Above 50% - 1	No - 0	
What is the use of the structure?	Applicant's residence – 10 Applicant's Business - 10 Rental Residential – 7 Retail – 5 Restaurant – 5 Resale – 3 Air BnB - 1	Not determined - 0	

Appendix D: Mid-point Report

Below is a sample of the mid-point report form. Official mid-point report form is available through the Office of Planning and Preservation or at <http://www.madison-in.gov/141/PACE-Program>.



CITY OF MADISON, INDIANA P.A.C.E. Preservation & Community Enhancement Grant Program

MID-POINT REPORT

MID-POINT REPORT CHECKLIST

All items on the checklist are required to submit your application. Incomplete reports will result in reimbursement of funds being withheld.

- _____ **Part A: Introduction**
- _____ **Part B: Description of the Project** (Should include which items have been completed)
- _____ **Part C: Financial Elements - Detailed Project Budget** (Should list cost of purchased materials and labor costs)

Part A: Introduction

Applicant's Name _____

Mailing Address _____

Project Overview:

Property Physical Address _____, Madison, IN 47250

Cost of Project Completed so far: _____

I understand that the grant funds must be used only for the project described in this application. The work must be completed within twelve (12) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Madison Board of Works and Safety.

I understand that a failure to complete any project may result in the City of Madison placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s).

I understand that if any plans to the project change, I must notify the Preservation Coordinator.

Applicant(s) Signature

Date

RETURN COMPLETE REPORT TO:

City of Madison, Office of Planning and Preservation
101 W. Main Street, Madison, IN 47250

For Staff use:

Process/Step	Date	Staff Initial
Complete mid-point report received by the office		
Mid-point inspection completed by the office		



CITY OF MADISON, INDIANA
P.A.C.E. Preservation & Community
Enhancement Grant Program

MID-POINT REPORT

**PART C: FINANCIAL ELEMENTS
DETAILED PROJECT BUDGET WORKSHEET**

List all major tasks completed of the proposed Project and cost of each. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget
	SAMPLE: Lumber and supplies from Lowe's	\$1,076
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	Totals	

☐ Additional supporting information is attached.

Appendix E: Final Report

Below is a sample of the final report form. Official final report form is available through the Office of Planning and Preservation or at <http://www.madison-in.gov/141/PACE-Program>.



CITY OF MADISON, INDIANA P.A.C.E. Preservation & Community Enhancement Grant Program

FINAL REPORT

FINAL REPORT CHECKLIST

All items on the checklist are required to submit your Final Report. Incomplete reports will not receive their disbursement of funds.

- _____ **Part A: Introduction**
- _____ **Part B: Description of the Project** (Should include which items have been completed)
- _____ **Attachment: Photographs of the Property**
- _____ **Part C: Financial Elements**
- _____ **Detailed Project Budget** (Should list cost of purchased materials and labor costs)
- _____ **Attachment: Copies of Invoices and Receipts for the project**

Part A: Introduction

Applicant's Name _____

Mailing Address _____

Project Overview:

Property Physical Address _____, Madison, IN 47250

Total Cost of Project: _____ Amount of Grant Requested: _____

I certify that the project was completed and that all required documents are included in my final report packet.

Applicant(s) Signature

Date

RETURN COMPLETE APPLICATION TO:
City of Madison, Office of Planning and Preservation
101 W. Main Street, Madison, IN 47250

For Staff use:

Process/Step	Date	Staff Initial
Complete final report received by the office		
Final inspection completed by the office		



CITY OF MADISON, INDIANA
P.A.C.E. Preservation & Community
Enhancement Grant Program

FINAL REPORT

**PART C: FINANCIAL ELEMENTS
DETAILED PROJECT BUDGET WORKSHEET**

List all major tasks completed of the proposed Project and cost of each. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Cost
	SAMPLE: Lumber and supplies from Lowe's	\$1,076
1		
2		
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12		
13		
14		
15		
	Totals	

☐ Additional supporting information is attached.

Appendix F: P.A.C.E. Grant Program Agreement



CITY OF MADISON, INDIANA P.A.C.E. Preservation & Community Enhancement Grant Program

AGREEMENT FOR PARTICIPATION

The City of Madison, Indiana and _____
hereinafter referred to as "Recipient(s)" agree to the terms contained in this Agreement for
Participation in the P.A.C.E. Grant Program (Agreement).

1. P.A.C.E. Grant Program is a matching \$1 for \$1 grant program. The grant amount awarded for this project was: _____
2. Fifty percent (50%) of the funds will be provided to Recipient(s) after fifty percent (50%) of the project is completed, and the balance of the grant funds will be provided to Recipient(s) following the projects total completion.
3. All projects submitted by Recipient(s), that have been approved by the City of Madison Board of Works and Safety, shall be completed within twelve (12) months following the grant approval. Recipient(s) may request approval by the City of Madison Board of Works and Safety for an extension for a period not to exceed twelve (12) additional months.
4. If the project is not completed within the original twelve (12) months along with any approved extension by the City of Madison Board of Works and Safety, then all funds previously provided to the Recipient(s) shall be returned to the City of Madison.
5. Not later than forty-five (45) days following the completion of the project, Recipient(s) is required to submit a detailed list of all expenditures that was specific to the approved project. Supporting documents such as vendor invoices, proof of payment, etc. may be required.
6. Should the actual expenditure by Recipient(s) be less than the project estimate, then a repayment and a grant adjustment will be necessary. Should Recipient(s) fail to make this restitution within sixty (60) days of notification, the City of Madison, Indiana may place a lien on the property in order to recover grant monies.
7. Failure to complete any project may result ill the City of Madison placing a lien on the property in order to recover grant monies ill the amount of monies received by Recipient(s).

I certify that I have read the agreement above and agree to complete my P.A.C.E. project within the agreement and according to the P.A.C.E. Guidelines.

Recipient(s) Signature

Date

City of Madison Signature

Date

Appendix G: P.A.C.E. Review Committee Application

Below is a sample of the member application form. Official member application is available through the Office of Planning and Preservation or at <http://www.madison-in.gov/141/PACE-Program>.



CITY OF MADISON, INDIANA P.A.C.E. Preservation & Community Enhancement Grant Program

COMMITTEE MEMBER APPLICATION

RETURN COMPLETE APPLICATION TO:

City of Madison, Office of Planning and Preservation
101 W. Main Street, Madison, IN 47250

Applicant's Name _____

Mailing Address _____

Phone: _____

Email: _____

Please describe why you are interested in serving as a member of the P.A.C.E. Review Committee:

☐ Additional supporting information is attached.

_____ (applicant initials) Applicant has read, understands, and agrees with the terms of the P.A.C.E. program guidelines as well as the P.A.C.E. Program Ordinance.

Applicant(s) Signature

Date